

Promotion Boards

15 FEB 03

AGENDA

EREC Brief

- ✍ Board Preparation
- ✍ Individual Board Record
- ✍ Panel Standards and Record Voting
- ✍ Order of Merit List

FAPO Brief

- ✍ NCO-ER
- ✍ SFC/MSG/SGM Promotion Board Statistics/Checklist
- ✍ POC: (FAPO) & (FA Branch)

US ARMY ENLISTED RECORDS & EVALUATION CENTER

Board Operations Brief

DA Secretariat

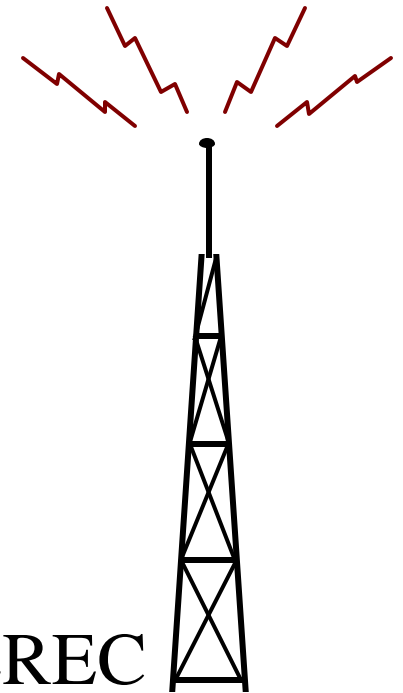
for

Enlisted Selection Boards

*U.S. Army Enlisted Records &
Evaluation Center*

Field Notification

- PERSCOM Message (zone message)
 - 120 days out
 - Parameters for consideration
 - Administrative instructions
- EREC message (AUTODIN Exit)
 - 120, 90, 60 days out
 - Identifies entire zone by name
 - PQR, photo, NCO-ER not on file in EREC



CENTRALIZED ENLISTED BOARDS

- Selection missions
 - SFC, MSG, and SGM promotion
 - CSM appointment
- Schooling selections
 - ANCOC (in conjunction w/ SFC board)
 - SMC (in conjunction w/ SGM board)
- Additional missions (Not Included)
 - Qualitative Management Program (QMP)
 - Standby Advisory Boards (STAB)

BOARD PROFILES

<u>Board</u>	<u>Records</u>	<u>Panels</u>	<u>Members</u>	<u>Days</u>
CSM/SGM/SMC	10,000	11	61	23
MSG	20,000	11	64	30
SFC/ANCOC	33,000	11	66	30

DEVELOPMENT OF BOARD ZONE FILE

NCO-ER

CURRENT GRADE

DVIS

DESERTER VERIF INFO SYSTEM

DJMS

DEFENSE JOINT MIL PAY SYSTEM

BSH

BOARD SELECT HISTORY

SRTS

SEP RECORDS TRANS SYS

BZF

TAPDB

TOTAL ARMY PERS DATA BASE

PQR

PERS QUAL RECORD



36,880

32,126

BOARD MISSIONS

- **Select the best qualified NCOs for Promotion**

Following not Included

- **Conduct QMP screening**
- **Conduct final QMP board**
- **Conduct QMP Appeals board**
- **Conduct Standby Advisory Board (STAB)**

BOARD GUIDANCE

- **HQDA Memorandum of Instruction (MOI)**
- **EREC Board Operating Procedures (BOP)**
- **Briefings/Information**
 - **EREC**
 - **Proponent Information Packets**
 - **Sign/Reviewed by USAFACFS CSM Beck**
- **Army Regulations**

BOARD MEMBER SELECTION PROCESS

1. Board announcement/field notification
2. DAS submits board configuration to DMPM (G-1) for approval
3. Upon approval, PERSCOM membership coordinator sends requirements to Officer and SGM career branches
4. DMPM approves board membership roster
5. General Officers approved by the Chief of Staff of the Army
6. DAS notifies members and issues TDY orders

BOARD ORGANIZATION



**Board President
General Officer**

**A
IN/SF/PSY**

**B
AR/EN**

**C
FA/AD**

**D
SIG**

**E
MP/MI**

**F
QM/CM**

**G
OD**

**H
MED**

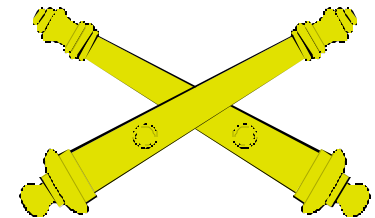
**I
ADMIN**

**J
TC/AV**

**K
REC/RET/BAND/PAO**

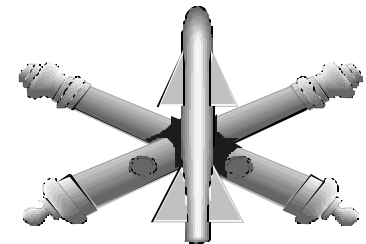
SAMPLE PANEL ORGANIZATION

COL -- Field Artillery



LTC -- Air Defense Artillery

CSM -- 13

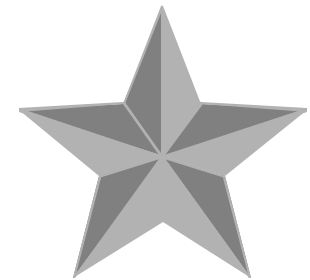


CSM -- 14

Mission: Consider all NCO in CMF 13 & 14

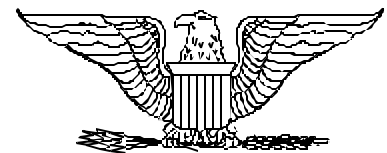
BOARD PRESIDENT DUTIES

- **Ensure compliance with MOI & BOP**
- **Provide guidance**
 - **Standards**
 - **Conduct**
 - **Tone**
- **Approve panel standards**
- **Non-Voting Member**
- **Prepare AARs**
- **Outbrief DMPM**



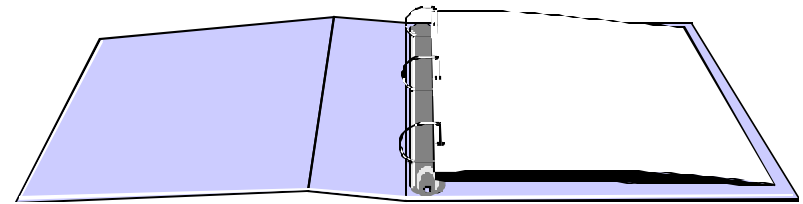
PANEL CHIEF DUTIES

- **Voting member**
- **Ensure panel standards are IAW MOI & BOP**
- **Vote/Score authority**
- **Verify OMLs and selects**
- **Prepare R&As (Review and Analysis) for each CMF**
- **Provide AAR input**
- **Ensure compliance with work schedule**



INDIVIDUAL BOARD RECORD

- Official Military Personnel File (P-Fiche)
- Hardcopy photograph
- Personnel Data Sheet
- Personnel Qualification Record
(*ERB* & 2-1)
- Other
 - Correspondence to the Board President
 - Hardcopy documents



COMMON DISCREPANCIES

- **Missing/outdated photo**
- **Missing ERB/2-1**
- **Missing NCO-ER**
- **Conflicting Height and Weight Data**
- **Blank/incorrect PMOS/SMOS/DOR/BASD**
- **Inconsistent profiles**
- **ERB/2-1 Missing Signatures**
- **2-1 w/Signatures 4 yrs old**
- **P3 Profile w/ no MMRB**
- **Blank/incorrect MIL/CIV ED entries**
- **Unauthorized badges,tabs, awards, decorations**
- **Illegible copies of ERB and 2-1**

****Use IWRS to verify receipt of documents***

BOARD WORKLOAD

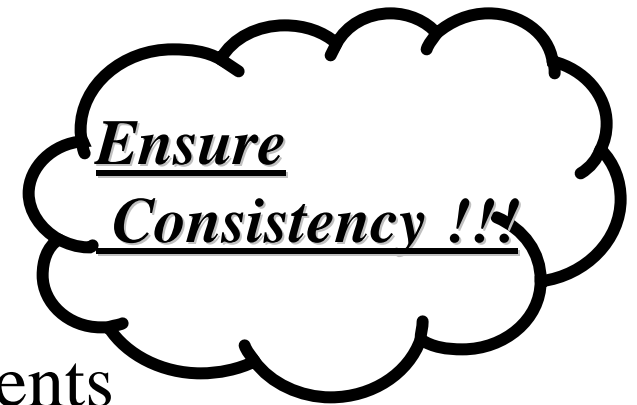
SFC SELECTION ZONE

PANEL	# MEMBERS	# RECORDS	# PER DAY W/ 3 VOTES	# DAYS
A (INF/SF/PSYOP)	8	4,965	400	12
B (AR/EN)	6	2,873	300	10
C (FA/ADA)	5	2,933	250	12
D (SC)	5	2,477	250	10
E (MI/MP)	6	2,800	300	9
F (QM/CM)	7	3,678	350	11
G (OD)	6	3,456	300	12
H (MC)	5	2,773	250	11
I (ADMIN)	6	2,158	300	7
J (TC/AV)	6	2,799	300	9
K (RET/REC/PA/BAND)	5	1,214	250	5

VOTING SYSTEM

SCORE	PERFORMANCE	RESULT
6 +/-	Exceptional	Select Now
5 +/-	Excellent	Definitely Select
4 +/-	Strong	Should Select
FQ 3 +/-	Successful	Select if Room
2 +/-	Acceptable	Retain in Grade
1 +/-	Substandard	QMP Referral

PANEL TRAINING



- Develop panel standards
 - Performance, potential, assignments
 - Military/Civilian education
 - Height, weight & APFT
 - Commendatory and disciplinary
 - CMF/MOS specifics
- Practice vote and refine standards
- Obtain Board President's approval



SCORE	POTENTIAL	PERF/LDRSHP/ ASSIGNMENTS	MIL ED	CIV ED	AWARDS/ HONORS	APFT/HT/ WT/PHOTO	UCMJ/ MISCONDUCT	OTHER
6								
6								
6								
5								
5								
5								
4								
4								
4								
3								
3								
3								
2								
2								
2								
1								
1								
1								

BOARDWIDE STANDARD OF “1”

VOTE DEVIATIONS

- 2-Point (3+ vs 5-)
 - Brought to attention of panel chief
 - Voters determine what caused deviation
 - Adjust scores if necessary
 - Panel chief decision (sign vote sheet)
- 3-Point (3+ vs 6-)
 - Must resolve to a minimum 2-point deviation
 - Panel chief decision (sign vote sheet)

VOTE SCORE CONVERSION

Raw Score	Absolute Value	Raw Score	Absolute Value
6+	= 18	3+	9
6	17	3	8
6-	16	<u>3-</u>	<u>7 FQ</u>
5+	15	2+	6
5	14	2	5
5-	13	2-	4
4+	12	1+	3
4	11	1	2
4-	10	1- =	1

ORDER OF MERIT LIST

	<u>SEQ #</u>	<u>ABS</u> <u>SCORE</u>	<u>SSN</u>	<u>NAME</u>	<u>RAW</u> <u>SCORE</u>
	1	54	#	Joe, G.I	6+ 6+ 6+
	146	28	#	Porter, S	#
	147	28	#	Romero, P	#
	148	26	#	Young, A	#
	149	26	#	Andrews, B	#
	150	26	#	Clark, K	#
	151	26	#	Harrison, F	#
	152	25	#	Hunter, D	#
	153	25	#	Best, P	#
	154	23	#	Sutcliffe, S	#
FQ	155	21	#	Curtis, D	#
	156	20	#	Harding, B	#
SELECT OBJ	157	19	#	Walther, P	#
150	235	3	#	Krueger, F	1- 1- 1-

ORDER OF MERIT LIST

	<u>SEQ #</u>	<u>ABS</u> <u>SCORE</u>	<u>SSN</u>	<u>NAME</u>	<u>RAW</u> <u>SCORE</u>
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	146	28	#	Porter, S	#
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	148	26	#	Young, A	#
	149	26	#	Andrews, B	#
	150	26	#	Clark, K	#
	151	26	#	Harrison, F	#
	152	25	#	Hunter, D	#
	153	25	#	Best, P	#
	154	23	#	Sutcliffe, S	#
FQ	155	21	#	Curtis, D	#
	156	20	#	Harding, B	#
SELECT OBJ	157	19	#	Walther, P	#
150	235	3	#	Krueger, F	1- 1- 1-

VERIFICATION ROSTERS

- Based on OML selects
- Confirmed by Panel Chief
- Used to verify final select rosters

CONCLUDING BOARD ACTIONS

- Certify board results
- Finalize CMF review & analysis (R&A)
- Finalize board AARs
- Conduct prebriefing and debriefing
- Conduct outbriefing with DMPPM
- Recess -- Adjournment



AFTER THE BOARD

- Recorder attests results
- Forward results to DA and PERSCOM
- G-1 approves results
- Final results released Army-wide



NCO-ER
SFC/MSG/SGM Promotion Board
Statistics
And Checklist
Field Artillery Propensity Brief

DA FORM 2166-8, OCT 2001

REPLACES GA FORM 2166-7, SEP 80, WHICH IS OBSOLETE.

• **STRENGTH**

Key to getting selected.... Or not

COUNSELING






(DA Form 2166-8-1)



- ✍ A right and not a privilege...oh by the way it is a regulatory requirement
- ✍ Goal is to make the soldier competitive for promotion and schooling
- ✍ Allows the system to protect the rights of the soldier
- ✍ Required in the inquiry/appeal process

NCO EVALUATION REPORT



-  Not to be used as a counseling tool...but as an evaluation report
-  Soldier's representation to the promotion board
-  Identify the vast majority of successful NCOs who should be promoted on time
-  Identify the very few best NCOs when selection rate is low
-  A 3-month NCO-ER is just as important as a 12-month..... Complete-the-Record is under-utilized



DUTY DESCRIPTION

- ✍ Critical to Panels assessment of soldiers success and potential
- ✍ Give credit for what they do
 - ✍ If serving as a 1SG, then write it up as one (ie 13B40 = 13Z5M)
 - ✍ Important to list scope of supervision (ie number of soldiers supervising, equipment accountability, operational areas, etc...)
 - ✍ Acronyms should be listed and explained; special events/operations just as important
 - ✍ Appointed duties gives the whole picture



VALUES

- ✍ Comments are not required except if you check the "No" block
- ✍ "No" block is the "kiss of death".... Get an application to Wal-Mart...you are history...or at least you will retire in present grade
- ✍ Have the moral courage to tell it like it is... you are not fooling anyone especially the panel members



NCO RESPONSIBILITIES

- ✍ Easy to read "Bullet Format"
- ✍ Needs improvement: missed meeting some or all standards
 - ✍ Comments required
- ✍ Success: meets all standards, majority of ratings, and fully qualified for promotion
 - ✍ Comments not required but desirable
- ✍ Excellence: exceeds standards, special and unusual-achieved by only a few
 - ✍ Quantifiable / Justified in first bullet (not supported takes credibility from rating)
- ✍ Five excellence blocks....creates doubt




NCO RESPONSIBILITIES


 Competence, Leadership, and Training.....


 Usually a very good "yardstick"

 Physical Fitness & Military Bearing.....

 Disagree w/ DA Form 2166-8-1 examples; Measure the individual only

 PT Scores are OK; if power lifter then say it; Growth is suspect





 Responsibility & Accountability.....

 We expect you to maintain 100% accountability of your equipment

PERFORMANCE & POTENTIAL







 Rater:

-  Among the best: 3-5 excellence blocks
-  Fully capable: 1-2 excellence / all success blocks
-  Marginal: more than 1 needs improvement
-  List 3 duty positions at current or next higher grade (FA Branch has examples)



PERFORMANCE & POTENTIAL




Senior Rater:

-  First bullet should to focus on promotion potential;
(Examples) promote now (1), promote ahead of peers (2),
promote with peers (3), retain (4), do not promote (5)
-  Schooling (NCOES)
-  Job performance and conduct should also be considered for
comments
-  Overall performance ratings are always equal to or higher
than potential ratings; (Examples) 1-1, 1-2, 2-2, 2-3, etc....




OVERWATCH

Reviewer:

-  Insures counseling is accomplished
-  Insures Rater and Senior Rater "agree"
-  Can disagree with Rater and Senior Rater

Commander's Inquiry:

-  Prevents injustices and corrects errors before NCO-ER becomes a part of the NCOs record

Unit CSM/SGM:

-  Advisor to the rating chain
-  SMA Mission: Guardian of the NCO-ER system

Correlation



EXCEL - LENCE	SUCCESS			NEEDS IMPROVEMENT	
	AMONG THE BEST		FULLY CAPABLE	MARGINAL	
	1	2	3	4	5
	SUCCESSFUL / SUPERIOR			FAIR	POOR
	6	5	4	3	2
	BEST QUALIFIED		FULLY QUALIFIED		NOT QUALIFIED

Rater

Senior Rater

Selection Board

DA Guidance

SCORE WORD PICTURE (EXAMPLE)

6 +/- Exceptional Performer - Select

Now

5 +/- Strong Performer - Definitely

Select

~~4 +/- Solid Performer - Should Select~~

3 +/- Qualified Performer - Select if

Room

NCO-ER System Information

EREC Update Fall/Winter 2001-2002



- ✍ New NCO-ER Regulation AR 623-205 released (17 Jan 2002)
- ✍ Clarified Policies and Procedures
 - ✍ Numerical APFT score no longer required/Statement "Awarded Physical Fitness Badge"
Note: APFT score still required when individual fails APFT
 - ✍ Elimination of NCO-ER requirements for CSMs in 3 & 4 Star Nominative Positions
 - ✍ Bullet comments begin with small letters and periods not used
 - ✍ Change of rated days for Complete the Record from 120 to 90
 - ✍ Establishment of a Senior Rater option report
 - ✍ Establishment of a 60-day short tour option report
 - ✍ Update on Line (www.perscom.army.mil) **Click on Adjutant General-Information A to Z scroll down to NCO-ER** also you can go to **EREC** (www.erec.army.mil)







NCO-ER System Information

EREC Update Fall/Winter 2001-2002



 Incorporated changes from MILPER Message 98-044

 **Previous changes below already in effect and included in revised AR 623-205:**

-  Retirement reports of less than one year are at option of rater, senior rater, or when requested by the rated NCO
-  Box marks may be either typewritten or handwritten
-  Frocked rank will be identified for the rated NCO and the rating chain
-  Weigh-in will be as of the last unit weigh-in or if no weigh-in, as of the THRU date of the report
-  Medical conditions may be cited for noncompliance with AR 600-9, "NO" entry is still required for not meeting the height/weight standard
-  Requirement to enter "within body fat standards of AR 600-9" is deleted

NCO-ER System Information

EREC Update Fall/Winter 2001-2002



- ✍ Currently three locations Testing the new "Field to File" Electronically NCO-ER by digital means straight from the unit to EREC
- ✍ Stats:
 - ✍ One in 25 reports are submitted with an error
 - ✍ One in 10 arrive late
 - ✍ 5900 annual NCO-ERs that are overdue
- ✍ Evaluation Report Appeal's Section has new (Attention Line)
 - ✍ ATTN: PCRE-RP-A
- ✍ MILPER Message # 02-122
 - ✍ Comments on Processing NCO-ERs Gaps
 - ✍ Instructions for Placement of Rater, Senior Rater, and Reviewers (AKO) E-Mail Address in Part IIID of DA Form 2166-8

NCO-ER System Information



Army Times Dated 4 June 01








- ✍ **Update:** Capabilities are now in place to allow soldiers and units to electronically File/View and Audit Documents ON-LINE at EREC anytime/anyplace
- ✍ Fewer soldiers screened for (QMP) separation started with the 2000 SFC Board
 - ✍ Restricted to soldiers in Primary/Secondary Zone for consideration
 - ✍ Included are soldiers who received (Bars to Reenlistment/Under Adverse Personnel Actions)
 - ✍ Included are all NCOs in MOS (02S)
- ✍ The (QMP) process was revised for two reasons
 - ✍ Reduced the workload on Boards/Enlisted Records/Evaluation Center
 - ✍ Senior Officials believed the extra reviews are not warranted



Information off EREC Home Page

-  Cancel all appointments to review WPF (13MPF) (-1-366-771-6357)
-  The SEC Board 2003 will have a 10 Month span instead of 12 months. 12 Month span means more soldiers will be selected on SFC Board, 2004 not be a SFC Board in 2004

NCO-ER Update Dec 02











-  Profile Information on the NCO-ER
 -  NCO-ER Appeals Guide
 -  Overdue NCO-ERs
 -  Invalid AKO Email Addresses on NCO-Ers (Info off EREC Home Page)
 -  Rated NCOs Signatures on the NCO-ER
-

BOARD OBSERVATIONS

From Last 2002 SFC Board



NCO-ER is the key to getting selected or not.....











-  Assignments: No substitute for MTO&E experience; excellence while in the positions was seen as a reoccurring trend for the "most qualified" NCOs
-  Concerned with number of NCOs working outside their PMOS such as Range Control, Instructor/Writers for extended periods of time – greater than 24 months or repetitive assignments
-  Schools - Drill Sergeant, Observer/Controller, Battle Staff and experience significantly enhanced the effectiveness of NCOs
-  Substandard performance trends for NCOs as recruiters on NCO-ERs
-  Misconduct was not viewed favorably across the board
-  Top 20% in NCOES showed clear trend for excellence
-  Failure in an NCOES course was not viewed favorably
-  Very few NCOs in Primary/Secondary zone had profiles; key was profile did not hinder NCOs ability to perform their duties
-  Files w/profiles and or/APFT failures was not viewed favorably
-  NCOs who had APFT excellence (90 each event) enhanced their evaluation

BOARD OBSERVATIONS

From Last 2002 SFC Board



NCO-ER is the key to getting selected or not.....





-  Vagueness on Duty Descriptions hindered the assessment process
-  NCO and soldier selection boards as SGT Audie Murphy/SGT Morales Soldier/NCO of the Quarter and Year, were reoccurring indicators of excellence, pride and character
-  Most Primary Zone NCOs had photos, many in Secondary zone did not
-  Soldiers pursuing advance education while in tough leadership positions conveyed a strong message to the board, soldiers in TDA positions who passed up the opportunity for higher education also sent a clear message to the board
-  Secondary Zone candidates had much older photos and fewer updates on their ERBs
-  SSGs rating other SSGs showed trend of rating harder
-  Inconsistencies between Rater's and Senior Rater's evaluations (Performance & Potential) cast significant doubt for voting panel members
-  Several Promotion packets were missing ERB, DA Form 2-1 and or photo
-  NCOs working outside their PMOS prior to serving in "branch qualified position" are disadvantaged when competing against their peers
-  NCO-ER not annotated with new APFT requirement (Awarded the Physical Fitness Badge)

BOARD OBSERVATIONS

From Last 2002 SFC Board



NCO-ER is the key to getting selected or not.....

-  Subsequent NCO-ERs should state soldier is maintaining the Fitness Badge
-  Many soldiers submitted documents that were on the OMPF already, their letters were viewed adversely as a means to get attention
-  Writing to board only send the documents that are not on the OMPF
-  Letters should not discuss self-evaluation about leadership, records should speak for themselves







BOARD OBSERVATIONS

From Last 2002 MSG Board









 **NCO-ER is the key to getting selected or promoted**

Commanders and CSMs

-  Must ensure that documentation of performance, awards, administrative and disciplinary data accurately reflects the soldier
-  Review developmental assignment decisions, carefully; Early placement in E-8 Positions is a powerful statement of potential
-  Confirm accuracy of height, weight and Army Physical fitness Test (APFT) data on the NCO-ER
-  Ensure NCOs review/sign their ERB/DA Form 2-1
-  Check the date of photograph, Too many outdated/out of grade photos
-  CDR/CSM need to ensure Senior Raters/Reviewers have the experience/training required

Rating Officials

-  Use NCO-ER for counseling, tell rated NCO your specific performance for excellence, meets the standard and needs improvement in each category
-  Ensure that responsibilities for people, equipment, facilities and dollars are included in the the daily duty description. Ensure that appointed duties are reflected in Part IV of the evaluation report
-  Placing the strongest bullet comments first presents a clear picture
-  Strength of supporting evidence determines the weight of excellent on performance bullets
-  Excellent bullets in leadership and competence must be clearly defined
-  Include comments ref: to Audie Murphy, Sergeant Morales or equivalent awards in the NCO-ER




BOARD OBSERVATIONS

From Last 2002 MSG Board









NCO-ER is the key to getting selected or promoted



Rating Officials Continue

-  Raters should cite whether the NCO met the standard for the Physical Fitness Award
-  Explain a (NO) in Army Values, and indicate this is an isolated incident of poor judgment or a serious infraction
-  Disciplinary issue that occurred during rating period should be annotated on the NCO-ER

Senior Rater

-  Must make a clear statement of recommendation for promotion of the rated NCO
-  Listing the promotion recommendation first adds clarity
-  Ensure excellent rating by Raters are supported by quantifiable bullet comments
-  Support numerical Senior Rater performance and potential ratings with substantive bullet comments
-  Communicate with Raters to prevent disparate ratings
-  Qualitative comments from Senior Raters are powerful; however repetitive use of statements by a Senior Rater will be discounted

Reviewers

-  Where Reviewers choose to non-concur with an NCO-ER, it's a powerful statement. Reviewers should give a clear recommendation regarding performance, promotion, schooling or QMP
-  Ensure Rater/Senior Rater accurately document the performance of the rated NCO, and make unambiguous recommendations on promotion potential


BOARD OBSERVATIONS

From Last 2002 MSG Board















NCO-ER is the key to getting selected or recommended

Reviewers Continue

-  25% of NCOs exceeded the weight allowed by height and weight tables (+ 30-40 lbs) were certified within body fat standards by the NCO-ER Reviewer, when the board requested verification many of the responses certified that the NCO did not meet body fat standards

Soldiers Pending Consideration

-  Ensure your record is an accurate reflection of you performance
-  Make sure your OMPF is updated annually
-  Review your microfiche thoroughly, make sure all documentation is there
-  Ensure your ERB and DA Form 2-1 are accurate and complete
-  Ensure that a recent photograph is on file at EREC
-  Have your uniform inspected before taking the photograph
-  Have someone check your photograph before it goes to EREC
-  Make sure all awards are authorized and are placed in the correct order
-  Improper wear of marksmanship awards was one of the most frequent errors
-  Only send letters to the board to provide new information, not to draw attention to your files
-  During counseling ask rater to clarify what you need to accomplish to get an excellent rating
-  In course of your duties, validate your results, review these results with your rater




BOARD OBSERVATIONS

From Last 2002 MSG Board











NCO-ER is the key to getting selected or not.....

Soldiers Pending Consideration Continue

-  Seek out demanding high risk positions such as Drill Sergeant, Recruiter, Equal Opportunity Advisors, Inspector General. Consider these positions when planning assignments and professional development
-  NCOs who exceeded course standards at NCOES demonstrated performance above peers
-  The new Army initiative "field to file" provides an excellent way for NCO's to maintain their OMPF

Other Comments

-  Drill Sergeant and AC/RC reports tend to be inflated
-  Recruiting Command reports showed significant deflation/weak reports
-  Board understood the importance Instructor/Writer Duties, but found that the quality of bullet comments did not support these positions, need stronger comments
-  Raters/Senior Raters need to use common Army terminology and avoid weapon systems or branch unique acronyms and terminology
-  Too many back-to-back or extended TDA assignments, need more time in leadership positions
-  NCOs with significant troop leading time with good reports were extremely competitive
-  Recent duty assignment in TOE unit was considered favorably by the board
-  Don't create or manufacture CMF requisite leadership time, Creative job descriptions were obvious to board











BOARD OBSERVATIONS

From Last 2002 MSG Board



NCO-ER is the key to getting selected or not.....

Other Comments Continue

-  A number of NCOs rated and senior rated by peers(E-7s), these reports tend not to carry as much weight, TDA organizations and schools generated most of these reports
-  Graduating with Honor (ANCOC, Drill Sergeant, Battle Staff, BNCOC etc) carried weight with the board, when reviewing entire file it showed a clear trend of excellence
-  The number of NCOs with college education was impressive, was considered a favorable professional/personal development indicator, it was not weighed as heavily as the type of job or performance in those jobs
-  A large number of soldiers with excellent PT scores
-  Soldiers fitness was questioned (Change in height by 2-6 inches), fluctuations in height with increased weight gain on successive NCO-ERs caused board to question soldiers fitness
-  NCOs assigned to Recruiting and Secondary Zone had outdated photos (4-10 years old)
-  Nominative/TDA assignments had weaker overall files, maybe partially attributed to current time-on-station requirements
-  Alarming number of NCOs going from TDA to TDA assignments, more supervision needed on assignments, soldiers were disadvantage competing against leadership positions
-  Noticed that there appears to be problems with accurate/timely input of soldier record changes
-  Appears to be trends of SSG/SFC working in higher positions being penalized by Senior Raters for their lack of experience instead of being rewarded for stepping up







BOARD OBSERVATIONS

From Last 2002 MSG Board



 **NCO-ER is the key to getting selected or not.....**

 Other Comments Continue











-  To be competitive in Secondary Zone NCOs had to have recent successful leadership time
-  Sequencing of TDA assignments is extremely critical for soldiers to be competitive
-  Board did not penalize soldiers in (Low Density MOSs) for lack of Platoon Sergeant time
-  Soldiers need to seek out and strive to be assigned to tough TOE Leadership Positions
-  NCOs must be pro-active in updating their files
-  For soldiers well above the AR 600-9 screening weight, rater needs to make specific comments reinforcing that the soldier meets Army standards

BOARD OBSERVATIONS

From Last 2002 SGM/CSM Board



NCO-ER is the key to getting selected or not.....





-  NCOs should be encouraged to do more than just "check the block" in key duty positions
-  Strongest files had 36+ months as a 1SG with excellent performance
-  Those selected for special duty assignments appear to be the best qualified in the branch
-  Expand the opportunity for more senior NCOs to attend First Sergeant Course (Large number of First sergeants serving in position without attending the course)
-  Photos of some candidates appear to be overweight, evaluation reports and AERs indicated they meet the standard
-  No lack of leadership positions which allows NCOs to achieve maximum time in leadership positions; those that desired have multiple chances to gain key leadership positions
-  Branch should not allow NCOs to spend too much time in TDA positions
-  Files with all or predominate TDA leadership tended to not compete as well
-  Secondary zone NCOs performing at the next higher level increased their competitiveness for promotion
-  NCOs in secondary zone needed to have spent most of his/her time in their Primary MOS

BOARD OBSERVATIONS

From Last 2002 SGM/CSM Board



NCO-ER is the key to getting selected or not.....

-  NCOs that took the tough jobs early (1SG and SGM/CSM positions) and performed well, increased their competitiveness
-  NCOs who exhibit competence throughout the spectrum of assignments will continue to be most competitive
-  NCOs need to be aware of and have the opportunity to be assigned to special duty assignments
-  Those files that were most impressive had TO&E time coupled with special assignments (CTC OC, Drill Sergeant, Recruiter, AC/RC) and some TDA time



BOARD OBSERVATIONS (Checklist)

- ✍ 1 July 2002 (IVRS) shut down no longer can you Order OMPF (Microfiche); New system (IWRS) is in place
- ✍ Review at least 4-6 months prior to scheduled board dates
- ✍ Check for all NCO-ER/AERs, awards to include certificates, civilian and military certificates or transcripts, Audie Murphy/Sgt Morales, removal of derogatory information (Art 15, GO Ltrs of Reprim, bad NCO-ERs, etc.) for possible transfer to restricted fiche, IAW AR 27-10
- ✍ Verify all documents pertain to you not someone else

BOARD OBSERVATIONS (Checklist)



- ✍ Get **current** photo done at least **3 months prior** to scheduled board date, Photo in serving grade is a must
 - ✍ The Army says every 5 years (AR 640-30), recommend **1st time** in **secondary** and **primary zone**, not to exceed once every 2 years
 - ✍ Have at least **2 senior NCOs** (CSM/1SG) check it for you
 - ✍ Get fresh hair cut and shave (recommend **no mustache**)
 - ✍ If you need a new uniform (the old one shrunk on you) then get one
 - ✍ Check AR for proper ribbons and order of precedence
 - ✍ Wear glasses, ensure glare doesn't detract/no visible decorations
 - ✍ Jewelry, only a wedding and/or engagement ring visible
 - ✍ Length of nails/lipstick/nail polish conservative and complement
 - ✍ Male/Female recommend long sleeve shirt tie/neck tab
 - ✍ Sleeves/Trousers/Skirt correct length
 - ✍ Ensure service stripes match years of service/Good Conduct Medal
 - ✍ Ensure shoes are shined or clean and edge dressing applied
 - ✍ Stand at position of attention



BOARD OBSERVATIONS (Checklist)

- ✍ Review **DA Form 2-1** (PQR= Personnel Qualification Record) and the new **Enlisted Records Brief** (ERB)
- ✍ Take a copy of your **personal** records with you if you do the review at AG:
 - ✍ All **awards** (orders and certificates)
 - ✍ All **military transcripts** (to include correspondence courses)
 - ✍ All **civilian education transcripts**, even if you only have 3 semester credit hours
 - ✍ Permanent profiles
- ✍ If you see / don't see or understand an entry then ask the clerk to point it out or explain it to you... **remember this is your record**
- ✍ **Ensure all common information matches such as NAME, SSN, GRADE, DOR, PMOS, SMOS, MIL ED, CIV ED, REEN eligibility/ineligibility, SEX, RACE, DOB, ETHNIC GP, BASD, BESD (2-1 ONLY) etc.,**

BOARD OBSERVATIONS (Checklist)



- ✍ Letters to the President of the Board should be **short, concise and factual** about missing documentation only not covered in your OMPF/PQR
- ✍ **Do not ingratiate yourself** to the panel members...Nobody wants to hear about how great you are... this works against you!
- ✍ Unable to submit Complete the Record NCO-ER - list Effective date, Position, Duties
- ✍ Let your record speak for you... panel members will not use anything in your letter, only the documentation that is presented
- ✍ Use correct grammar, punctuation and spelling
- ✍ Address to board president, include complete SSN and sign it
- ✍ Have your CSM/SGM/1SG look at your letter
- ✍ Review video on Selection Board Process



UP COMING BOARDS

- ~~✍~~ SFC Board 29 May – 24 Jun 2003
- ~~✍~~ SFC Board 2004 N/A
- ~~✍~~ SFC Board Feb 2005
- ~~✍~~ MSG Board Feb 2004
- ~~✍~~ MSG Board Oct 2004
- ~~✍~~ SGM/CSM Board 1 Oct – 22 Oct 2003
- ~~✍~~ SGM/CSM Board Jun 2004



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